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File: REPORTS -1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090025-9

Bi-Weekly Report for Period Ending 6 July 1962
from
RECORDS SYSTEMS AND DISPOSITION BRANCH

1. Contributions

25X1 a. [] completed his survey and report on the Agency Courier
25X1 System. Oral presentation of the report was made to Mr.
[] O/DDS, prior to submission of the final report and
recommendations to the DDS. Discussions on the findings were
also held with representatives in the Office of Logistics,
Security, the DDP, and in the O/DCI. *Result*

b. A revised Records Control Schedule for the Inspector General
was approved and forwarded to that office. During the survey,
11 cubic feet of records were transferred to the Records Center;
two 4-drawer safes were released from the area; an Area Records
Officer was designated for the office, members of the IG staff
were briefed on Records Management activities, and new files
were set up for the IG and his staff members. [] 25X1

25X1 c. Motorized shelving was received and installed for the Cable
Secretariat. [] *Result?*

2. Assignments

a. Shelf Filing 25X1

(1-3) Commo Signal Center, Office of Security, Commo Registry []

No change. *Geny*

25X1 (4) TSD [] ✓

Requisition for fourteen sections of Steel shelving has
been submitted.

25X1 (5) Personnel [] *Personnel*

Awaiting construction of vault area before proceeding
with recommended changes.

25X1 (6) DDS []

Since the variance in size and types of records are not
conducive to shelf filing it was decided to replace the
five 4-drawer safes with four 5-drawer cabinets (see
additional report on vault area under Special Projects).

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(7) Logistics Real Estate and Construction Division []

25X1

Received a call from [] stating that shelving has arrived but will not be erected until the office moves.

25X1

(8) Comptroller []

No change.

(9) Medical Staff []

Ten units of motorized shelf filing have been ordered from Diebold. [] contacted me about possibility of supplying pre-numbered folders for this project and assisting the Medical Staff with a conversion to terminal digit if this type filing is desired. I will discuss this phase of the project with Medical personnel.

25X1

b. Records Control Schedules

(1) OTR []

No change.

[]

Met with the ARO, [] to discuss several questions raised by the regional office personnel. Also met with [] on other points raised by the Regional Office. Revisions to the schedules will be made and close out letters prepared.

25X1

25X1

(3) Inspector General []

25X1

Survey and schedule completed. See Contributions for report.

(4) ORR []

An additional item for the Geographic Division received for evaluation.

c. Special Projects

(1) Conference Notes and Special Reports []

25X1

- a. Speeches, slides and Workshop material being up dated.
- b. Drafts of poster ideas received from Graphics for our review.
- c. Reports of records holdings are being received from the ARO's.

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(2) Agency Courier System ☐

25X1

Project completed. Copy of report in RMS files.
Original to DDS. See Contributions.

(3) DDS ☐

These suggested changes in files maintenance resulting
from a survey of the DDS vault area were accepted:

- (a) Over 18 linear feet of 3X5 records are presently
filed in metal trays placed crosswise in a safe.
A requisition for six (6) two compartment each
Diebold Safe-T-Stak cabinets has been initiated.
This change will make the 3x5 records more accessible
and afford better protection against tearing or
creasing.
- (b) Charts used in briefings are now filed horizontally
on the top of safes. I have suggested the con-
struction of a wooden chart rack, similar in design
to a bicycle rack, which would permit vertical
filing, provide better protection against wear and tear
and allow easier accessibility.

(4) Office of Security ☐

25X1

Checked out with ☐ a request for an additional
safe for use in training members in Inter-Assignment Branch.
Reported to ☐ the ARO for Security. *Relax*

25X1

d. Reviewing Requisitions ☐

25X1

(1) DDP/FI

Conditionally approved request from ☐ Chief,
FI Support for making 4C-24 a secure area. This condition
involves their acceptance of my proposal that they convert
from four drawer legal combination locked safes to legal size
shelf files. Their acceptance will result in providing
better space utilization alleviating a space problem, providing
room for expansion and as the files are the same size and type
as those presently filed on shelving in RI, it will provide
them easier access and retrievability.

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(2) Logistics

25X1 With [] ARO for Logistics, reviewed three requests for secure areas in Quarters Eye. These requests are part of a "wholesale" renovating program within the Office of Logistics to effect a better physical centralization of sections, branches and divisions. As these requests were in the interest of improving records management practices all were approved. Two of the offices involved are presently in secure areas and no major equipment changes will be necessitated. In the third case three cabinets will replace three combination lock safes.

25X1 3. Vital Records []

25X1 a. Received call from [] DDP/WE requesting that I discuss with him certain changes, proposed by [] in the DDP Vital Records Program. [] has been requested by [] to draft a revision to [] Vital Records Program. 25X1 25X1 25X1

25X1 b. []/OSI forwarded for review the OSI VR Schedule.

c. A Vital Records Workshop will be held July 12 for representatives from State, AEC, GSA and AID, as well as interested employees who were unable to attend our previous workshops. ✓

4. News

25X1 a. [] on leave for one week prior to his transfer to Department of State.



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Reports - 1
7/10

FORMS MANAGEMENT Bi-Weekly Report for Period
Ending
6 July 1962

1. Five new forms created; ten forms were improved and two bootleg forms replaced by Agency forms. ✓
2. submitted her study of Case Processing Forms in Office of Security to the Director of Security. She in turn received a letter of appreciation from the Director of Security for a job well done. ✓
3. Tested paper samples for two forms; approved proofs of two forms and approved advance copies of one form.

News

1. The number of CIA forms is 1561. The number of other Agency forms is 208. Combined total of forms in use in CIA is 1769.



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